



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON, VA 22204-1382

MEMORANDUM OF AGREEMENT
BETWEEN
CHIEF, AUTOMATED INFORMATION SYSTEMS
ARMY NATIONAL GUARD
AND
CHIEF, ENVIRONMENTAL PROGRAMS DIVISION
ARMY NATIONAL GUARD
AND
CHIEF, TRAINING PROGRAMS DIVISION
ARMY NATIONAL GUARD

SUBJECT: Roles and Responsibilities Regarding Geographic Information Systems (GIS) Computer Administrator Position

1. PURPOSE AND AUTHORITY: The purpose of this Memorandum of Agreement (MOA) is to identify the roles and responsibilities associated with the GIS Computer Administrator within the Army National Guard Readiness Center (ARNGRC). This MOA is entered into by the Chief, Automated Information Systems Division (NGB-AIS); the Chief, Training Programs Division (NGB-ART); and the Chief, Environmental Programs Division (NGB-ARE).

2. INTERAGENCY COMMUNICATIONS: To provide for consistent and effective communication between NGB-AIS, NGB-ART, and NGB-ARE. Each division shall appoint a representative responsible for the execution of the activities that may be pursued under this MOA.

3. CONCEPT: The NGB-ART and the NGB-ARE will create and fund a GIS Computer Administrator position for two years. After the initial two years of this agreement, it is expected that an ARNG Enterprise GIS will be more robust and NGB-AIS will then fund the position. The objectives of this position and MOU are improved communication, software distribution, and computer administration. The NGB-ARE, the NGB-ART, and the NGB-AIS collaboratively developed the Scope of Work for this position.

4. RESPONSIBILITIES: Nothing in this MOA is intended to affect unrelated arrangements between the parties.

a. Responsibilities of NGB-AIS:

(1) NGB-AIS will provide a computer workstation and workspace for the GIS Computer Administrator.

(2) NGB-AIS will provide network connectivity for the GIS Computer Administrator.

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(3) NGB-AIS will provide the GIS Computer Administrator as the single technical point of contact for all GIS issues.

(4) NGB-AIS will provide the funding for the position after the initial two years of funding from NGB-ART and NGB-ARE.

(5) NGB-AIS will ensure that this position will provide full time GIS administration.

(6) NGB-AIS will ensure that the GIS Computer Administrator will participate in weekly GIS coordination meetings and provide updates on the status of GIS in NGB-AIS.

b. Responsibilities of NGB-ARE:

(1) NGB-ARE will provide the supervision for the GIS Computer Administrator.

(2) NGB-ARE will provide one half of the funding for the position for two years.

(3) NGB-ARE will sponsor the GIS Computer Administrator for in processing into the ARNGRC.

c. Responsibilities of NGB-ART:

(1) NGB-ART will provide one half of the funding for the position for two years.

(2) NGB-ART will ensure selected GIS Computer Administrator will be added to all GIS rosters and e-mail listings.

d. Responsibilities of NGB-ART, NGB-ARE and NGB-AIS:

(1) Each division will work to provide Enterprise GIS Guidance for the ARNGRC, and the 54 states and territories.

(2) Each division will, under the authority of the GIS Advisory Council, work towards a single Joint GIS policy working with the Air National Guard and the NGB Joint Staff.

5. FUNDING: Funding for the GIS Computer Administrator will come jointly from NGB-ARE and NGB-ART for the first two years of the contract (likely beginning in late FY03 or early FY04). Funding for the position will be provided by NGB-AIS the following years.

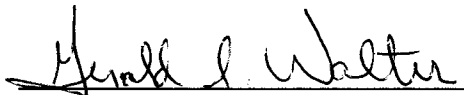
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(GIS) Computer Administrator Position

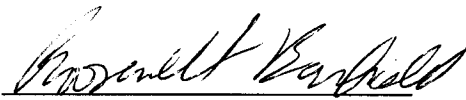
6. EFFECTIVE DATE, AMENDMENT, AND TERMINATION:

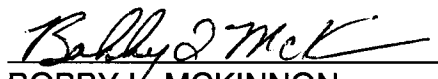
a. This MOA is effective and activated upon the date of the last signature of the parties.

b. The two-year funded position will start in FY03. However, the dates covered will be determined once the interview and selection process ends.

c. This MOA may be amended or modified by mutual consent of all the parties. Such amendments shall be in writing and signed by all the parties to this MOA. Upon request by any of the parties, the parties shall review this MOA to assure that it continues to reflect the appropriate understandings and procedures necessary for current needs and capabilities. This MOA will remain in effect until superseded or terminated by mutual agreement, in writing. Any party wishing to terminate this MOA will submit written notification 60 calendar days prior to the effective date of termination.


GERALD I. WALTER
LTC, NGB
Chief, Environmental
Programs Division
31 July 2003
(Date)


ROOSEVELT BARFIELD
COL, NGB
Chief, Training Division
4 Aug 2003
(Date)


BOBBY L. MCKINNON
COL, NGB
Chief, Information
Systems Division
8 Aug 2003
(Date)